

# Claims

- [c1] A portable flatbed scanner comprising:
- a first transparent platen facing the original document;
  - a scanning mechanism movably mounted relative to said first transparent platen;
  - a second transparent platen at the back of the housing for said scanning mechanism;
- whereby the user can see the original document through said first and second transparent platens.
- [c2] The portable flatbed scanner of claim 1, further comprising means for directly setting the scanning area.
- [c3] The portable flatbed scanner of claim 1, wherein said second transparent platen is provided with a grid pattern for alignment of the original document with said scanner.
- [c4] The portable flatbed scanner of claim 1, further comprising a CPU and memory, software for the scanning operation, and data storage media for storing image files;
- whereby said portable flatbed scanner can stand alone.

- [c5] The portable flatbed scanner of claim 4, wherein said data storage media is removable.
- [c6] The portable flatbed scanner of claim 1, further comprising a text scan button for starting a scanning process for a text document at predetermined parameters.
- [c7] The portable flatbed scanner of claim 1, further comprising a picture scan button for starting a scanning process for a picture document at predetermined parameters.
- [c8] The portable flatbed scanner of claim 1, further comprising an index number display, a button for increasing said index number, and a button for decreasing said index number, and software for associating the bibliographic information from the image of a predefined index number and the page number from the current index number with a scanned image; whereby the bibliographic information of an image file is easily available.
- [c9] The portable flatbed scanner of claim 1, further comprising a cover extending to the full length of said transparent platens for protecting said transparent platens.
- [c10] The portable flatbed scanner of claim 9, wherein said

cover comprising:

- a slot corresponding to a gap between the scanning area of said first transparent platen and said cover;
- an opening facing said first transparent platen with a size large enough for a finger;

whereby a document can be inserted from said slot into said gap between said first transparent platen and said cover for scanning, and the document can be removed with a finger from said opening.

[c11] A method of associating bibliographic information to a scanned image file, comprising:

- providing an index number display, a button for increasing said index number, and a button for decreasing said index number;
- scanning the bibliographic information of the document for a predefined index number;
- setting said index number to the corresponding page number of said document;
- scanning said document page to obtain a scanned image file;
- associating said bibliographic information of said document and said index number with said scanned image file.